

# **Appendix A**

## **DoD VOTING INFORMATION SUPPORT PLAN**

### **2006-2007**

#### **I. PURPOSE**

To inform the Uniformed Services, DoD components and other Federal agencies of the coordinated schedule for multi-media dissemination of voting information for the 2006 and 2007 elections. The Director, Federal Voting Assistance Program (FVAP) will act as overall coordinator of media materials produced or distributed in support of the Voting Action Plan 2006-2007.

#### **II. OBJECTIVES**

- A.** Provide voting assistance officers at all levels with information regarding the 2006 and 2007 primary and general elections so that they may assist interested voters within their organizations.
- B.** Plan and conduct a multi-media internal information program, utilizing internal media of the DoD and other Federal agencies to reach all eligible voters covered by the *Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA)*.
- C.** Provide information through appropriate information channels to ensure that all organizations are aware of the availability of voting assistance for their personnel.
- D.** Ensure that the Uniformed Services, DoD components and Federal agencies are aware of information materials produced and of procedures to obtain them.
- E.** Publicize “Armed Forces Voters Week” (week of September 3-9, 2006) and “Overseas Citizens Voters Week” (week of July 2-8, 2006) for conducting voting assistance activities and “Absentee Voters Week” (week of October 8-14, 2006) for citizens to vote and mail their absentee ballots..
- F.** Implement a systematic release of materials in accordance with the phased program outline in Section IV of this Plan to ensure that all eligible voters are aware of voting procedures.

#### **III. TASKS**

- A.** The Director, FVAP will:
  - 1.** Coordinate all aspects of the 2006-2007 DoD Voting Information Support Plan.
  - 2.** Prepare all source material on voting information for use within DoD, other Federal agencies and other interested groups.
  - 3.** Coordinate all special information requirements in support of special programs (Armed Forces Voters Week, Overseas Citizens Voters Week and Absentee Voters Week) and other events as developed.
  - 4.** Operate the DoD Voting Information Center in a nonpartisan manner to provide information on elections, including dates and offices involved.
  - 5.** Actively collect and share best practices identified by Service, Agency/Department, and states’ voting assistance programs.

**B.** The Assistant Secretary of Defense (Public Affairs) will provide Public Affairs Guidance throughout DoD regarding the conduct of the Department's voting program.

**C.** The American Forces Information Service will:

1. Coordinate with the Director, FVAP, all aspects of information for release to include: radio, television and print media materials.
2. Provide other information support as required by the Director, FVAP.

**D.** The Military Departments will:

1. Ensure that clear channels of communications are established throughout each Service expediting all voting information down to unit level.
2. Establish Service voting information direct "Hot-Lines" to link unit Voting Assistance Officers with their respective Senior Service Voting Representative or Service Voting Action Officer.
3. Direct Service internal information media to publicize all aspects of the 2006 and 2007 voting assistance program. Furthermore, each Service will monitor the information support to ensure that voting information is being disseminated in a timely, effective and non-partisan manner.
4. Procure, produce, and distribute voting information materials and ensure that voting assistance officers at all echelons are in receipt of an adequate number of materials to enable them to assist individuals covered by the *UOCAVA*.

**E.** Other Federal agencies will:

1. Perform all functions listed above, as applicable, if their agencies employ individuals stationed outside the U.S.
2. At the request of the Director, FVAP, coordinate with foreign media for the publication of voting information in media that have been identified as sources of information by U.S. citizens outside the U.S.

#### **IV. PHASED PROGRAM SCHEDULING**

**A.** *Phase I - November 1, 2005 - Spring 2006*

The Director, FVAP will publish the *2006-07 Voting Assistance Guide*, distribute information and other motivational posters developed for 2006, and operate the DoD Voting Information Center.

**B.** *Phase II - January 1 - October, 2006*

1. The Director, FVAP will prepare and disseminate voting information on state and local primary elections and continue operation of the DoD Voting Information Center.
2. The Director, FVAP will make available for distribution a motivational poster.

3. American Forces Information Service (AFIS) will conduct specialized, multi-media activities emphasizing registration for and voting in primary and general elections. In addition to distributing news releases and related features, American Forces Press and Publications Service (AFPPS) will provide military newspaper editors the graphic support necessary (line art and cartoons) to supplement their text. Armed Forces Radio and Television Service (AFRTS) will continue overseas broadcasting of voting spot announcements and features.
4. Military Services will ensure that telephone information operators at every military installation are provided with the name, e-mail addresses and office telephone number of the Installation Voting Assistance Officer. Installation Voting Assistance Officers shall generate and maintain a directory containing names, e-mail addresses and office telephone numbers of all local Unit Voting Assistance Officers by January 1, 2006. Military Services will provide the Director, FVAP with the quarterly updates of the office telephone numbers and e-mail addresses for every Installation and Major command Voting Assistance Officer.
5. All departments and agencies will ensure that voting assistance materials are distributed expeditiously to all echelons for use by Voting Assistance Officers and ensure Voting Assistance Officers are aware of procedures to obtain additional materials if needed.
6. Military Departments will ensure that commanding officers or Voting Assistance Officers provide at least one briefing, training, or information period devoted to registration and voting procedures. Ensure that these or other sessions are made available to spouses and eligible dependents, and ensure that incoming personnel are provided voting guidance if they arrive in a unit after the voting information briefing is conducted. Information provided shall include dates of scheduled primary and general elections and state deadlines for voter registration, absentee ballot requests, and the receipt of returned, voted ballots. Information programs can be accomplished through the use of local websites, installation newspapers, and by placing voting materials (with Voting Assistance Officer's name, phone, e-mail address, and office location) in stationary locations such as libraries, medical and dental clinics, commissaries, exchanges, MWR facilities, schools, training facilities, and at designated locations onboard seagoing vessels.
7. Military Departments will monitor command internal information media ensuring that voting information is being made available to eligible voters.

**C. Phase III - July - November 2, 2006**

1. The Director, FVAP will continue to release information on elections and operate the DoD Voting Information Center.
2. AFRTS facilities will intensify the radio and television campaigns to alert eligible voters overseas as to deadlines for registration and motivate them to request absentee ballots and vote.
3. AFIS will intensify print media campaign to inform all eligible voters of deadlines for registration and requesting absentee ballots.
4. AFPPS and AFRTS will publicize "Armed Forces Voters Week" (September 3-9, 2006) and "Absentee Voters Week" (October 8-14, 2006), making the shift in

emphasis from voting in the primary elections to voting in the November 7, 2006, general election.

5. Military Departments, the State Department, and other departments and agencies (as applicable) will plan and publicize local “Armed Forces Voters Week” (September 3-9, 2006), “Absentee Voters Week” (October 8-14, 2006) and “Overseas Citizens Voters Week” (July 2-8, 2006) activities. Military Departments should utilize local “on-base” community groups to generate support for the voting program and the State Department should utilize embassy and consulate facilities.

6. Military Departments and applicable agencies should conduct second briefings to ensure that newly appointed voting assistance officers are trained. Second briefings should be considered for personnel covered by the *UOCAVA*, shifting emphasis from primary to general election information.

7. Military Departments will continue monitoring command information channels ensuring that voting information is being made available.

## **V. LIST OF INFORMATION SUPPORT MATERIALS AND SERVICES**

- A. FVAP Internet Home Page. Located at <http://www.fvap.gov>, the page provides an overview of the FVAP as well as electronic access to many of the materials listed in this section. In addition, this site provides election information, access to the on-line FPCA, and links to state government home pages and other sites with election information and results.
- B. 2006-07 Voting Assistance Guide. (2006-07 VAG). A reference guide for Voting Assistance Officers providing a compendium of state-by-state absentee voting procedures.
- C. Voting Assistance Officer Training and Certification on CD-ROM and on-line.
- D. Posters. 2006-2007 voting posters will be available for use by the Armed Forces, State Department, and other government agencies. Initial requirements for posters will be coordinated by FVAP with DoD components and other government agencies. Distribution is made through normal supply channels. These posters will also be available for sale to the public through the Government Printing Office.
- E. News Articles and Features. News and feature articles on the Voting Assistance Program - 2006-2007, emphasizing primary elections, “Overseas Citizens Voters Week,” “Armed Forces Voters Week,” and the general election, will be released to all media. Departments and/or agencies outside the DoD will be sent this information for their use as appropriate.
- F. DoD Voting Information Center (VIC). The DoD Voting Information Center will be in operation 24 hours a day. Anyone may call the VIC on DSN 425-1343, (703) 588-1343 or the appropriate toll-free number listed at the end of this section under “Ombudsman Service.”
- G. Voting Information News (VIN) Newsletter. The VIN is a monthly publication that is primarily distributed on-line in PDF format and via e-mail in text format to Voting Assistance Officers. The newsletter contains information on elections and other voting-related matters of interest to citizens covered by the *UOCAVA*. The VIN should be distributed as extensively as possible throughout your organization. Voting Assistance Officers are encouraged to extract information from the VIN and copy articles for internal media use.
- H. FVAP Electronic Transmission Service. The FVAP provides the Electronic Transmission of Election Materials Service. Where allowed by state law, a military or overseas citizen may electronically transmit the FPCA for registration/ballot request, receive the regular blank

absentee ballot by fax, return the voted ballot by fax, or any combination of these three. Election materials may be transmitted to local election officials through the following numbers: DSN 223-5527, (703) 693-5527 or (800) 368-8683. Toll-free fax numbers from 48 countries are listed on page A-6.

- I. Ombudsman Service.** The FVAP provides an Ombudsman Service for both the voter and local election officials to resolve problems which cannot be solved locally or answer questions concerning procedures for registration and ballot requests, including the timely receipt of ballots. Citizens and local election officials may call for assistance using the international toll-free numbers below, and contained on the inside back cover of the *2006 - 2007 Voting Assistance Guide*. The number for citizens in the United States and Canada is 1-800-438-VOTE (8683). Assistance is available during normal business hours, Eastern Time, or a recorded message may be left at other times.

The following numbers for Ombudsman assistance may be dialed directly from the individual countries to reach the FVAP. No cost is incurred by the caller. They should be dialed exactly as they appear here, without affixing prefixes for international calls.

<b>Country</b>	<b>Telephone Number</b>	<b>Country</b>	<b>Telephone Number</b>
AMERICAN SAMOA	800-323-8180	JAPAN	00531-120076
ANTIGUA	1-877-833-3886	JAPAN-YOKOHAMA	0531-1208-96
AUSTRALIA	1-800-127-668	KOREA	00798-14-800-4399
AUSTRIA	0800-293478	LATVIA	800-0154
BAHAMAS	1-877-833-3886	LUXEMBOURG	8002-9087
BAHRAIN	800-687	MALAYSIA	1-800-80-3709
BARBADOS	1-800-534-2104	MARSHALL ISLANDS	1-877-833-3886
BELGIUM	0800-76834	MEXICO	001-877-833-3886
BERMUDA	1-8778333886	NETH. ANTILLES	001-877-833-3886
BRAZIL	0800-891-0619	NETHERLANDS	0800-0249769
CANADA	1-800-438-8683	NEW ZEALAND	0800-441388
CAYMAN ISLANDS	1-877-833-3886	NICARAGUA	001-800-220-1349
CHILE	800-201844	NORWAY	800-15501
CHINA	10-800-120-0241	PANAMA	001-800-507-1351
COLUMBIA	01-800-9155-345	PHILIPPINES	105-11-800-323-8180
COSTA RICA	0800-0120204	POLAND	0-0-800-1112-561
DENMARK	80-882544	PORTUGAL	08008-12816
DOMINICAN REPUBLIC	1-800-156-1554	PUERTO RICO	1-800-438-8683
FINLAND	0-800-1-19515	RUSSIA	8-10-8002-3333-011
FRANCE	0800-917-304	SINGAPORE	800-1203425
GERMANY	0800-1007428	SOUTH AFRICA	080-09-97300
GREECE	00800-12-5268	SPAIN	900-961-668
GUAM	1-800-438-8683	ST. KITTS/NEVIS	1-877-833-3886
GUYANA	1-877-833-3886	ST LUCIA	1-877-833-3886
HONG KONG	800-908809	ST VINCENT	1-877-833-3886
HUNGARY	06-800-13824	SWEDEN	020-79-6876
INDONESIA	001-803-011-2583	SWITZERLAND	0800-895623
IRELAND	1-800-55-5189	TAIWAN	0080-13-9817
ISRAEL	1-800-9203230	THAILAND	001-800-12-066-3305
ITALY	800-874729	TRINIDAD & TOBAGO	1-800-934-7340
JAMAICA	1-800-666-3819	TURKEY	008-00151-1163
		<b>Country</b>	<b>Telephone Number</b>
		UNITED KINGDOM	08-001-698035

UNITED STATES	1-800-438-8683	VENEZUELA	0800-100-3602
URUGUAY	000-413-598-2492		
<b>Country</b>	<b>Telephone Number</b>		
VIRGIN ISLANDS	1-800-438-8683		

The FVAP's Electronic Transmission (Faxing) Service (ETS) allows citizens and state and local government officials to fax election materials (FPCA) request for registration and/or ballot; blank ballot sent to the voter by the local election official; voted ballot returned to the local election official; other election materials) when permitted by state law and conditions do not allow for timely receipt and return of these materials via mail. To maintain the integrity of the electoral process and provide an audit trail of transmissions, all faxing should be done using one of the following toll-free fax numbers:

<b>Country</b>	<b>Fax Number</b>	<b>Country</b>	<b>Fax Number</b>
AUSTRALIA	1-800-887-858	JAMACIA	1-800-9266606
AUSTRIA	0800-292502	JAPAN	00531-1-20833
BAHAMAS	1-866-5605844	KOREA	00798-14-800-5648
BAHRAIN	800-921	LATVIA	800-0069
BELGIUM	0800-72216	MEXICO	001-866-560-5844
BRAZIL	0800-891-0656	NETHERLANDS	0800-0223962
CANADA	1-800-368-8683	NEW ZEALAND	0800-445874
CHILE	123-0-020-2892	NICARAGUA	001-800-2201638
CHINA	10-800-120-0855	NORWAY	800-18037
COLOMBIA	01-800-915-5253	PANAMA	001-800-507-1671
COSTA RICA	0800-012-1163	POLAND	00-800-1112004
DENMARK	8088-4568	PORTUGAL	800-8-12463
DOMINICAN REPUBLIC	1-888-156-2004	PUERTO RICO	1-800-368-8683
FINLAND	0-800-1-17346	SINGAPORE	800-1201687
FRANCE	0800-916-557	SOUTH AFRICA	080-09-90857
GERMANY	0800-1002793	SPAIN	900-961800
GREECE	00800-12-5816	ST LUCIA	1-866-560-5844
GUAM	1-800-368-8683	SWEDEN	020-79-1472
GUYANA	1-866-560-5844	SWITZERLAND	0800-564752
HONG KONG	800-968820	TAIWAN	00801-13-7287
HUNGARY	06-800-14980	THAILAND	001-800-12066-4459
INDONESIA	001-803-011-3094	TURKEY	00-800-151-1139
IRELAND	1-800-300015	UNITED KINGDOM	08-000280262
ISRAEL	1-800-921-3783	UNITED STATES	800-368-8683
ITALY	800-783943	URUGUAY	000-413-598-2820

If your country is not listed above, please use one of the central numbers below:

**(703) 693-5527 (toll call)**

**or**

**DSN 223-5527**